

DD/A Registry

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10 July 1976

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : DDA Staff Reorganization

1. You will recall my briefly mentioning at an 8:30 Morning Meeting last week our intent to go through a Directorate staff reorganization which will see created a Management and Assessment Staff and a Budget Staff. A DDA Notice is now being drafted to formalize this change.

2. The Management and Assessment Staff will consist of three (3) professional officers. We would be happy to receive nominations from you for two of these positions should you care to do so. To guide your thinking in this area, we have listed the generally desired qualifications below. We would accept nominations in the GS-12 to GS-15 grade range.

3. The qualifications are:

- Academic background in science, mathematics, or technology
- Experience in the Directorate of Administration and in at least one other Directorate. An overseas tour is desirable. Experience should include responsible line position.
- Working knowledge of the Agency's management and administrative systems.

- Acquaintance with (or interest in acquiring) current management theories and techniques espoused by academia and federal agencies such as the Office of Management and Budget.
- Proficiency in research, plus writing and speaking skills.
- Imagination, common sense, good judgment and intellectual curiosity.
- Effective in interpersonal relationships.
- Rated by his/her career service as having a high potential for assuming senior-level managerial positions.

4. We would like to receive your nominations by Tuesday,  
20 July 1976.

STATINTL



John F. Blake

Distribution:

1 - Each DDA Office Director  
1 - [REDACTED]  
1 - [REDACTED]

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✓ - DDA Subject  
1 - DDA Chrono  
1 - JFB Chrono

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